

Director's Note



EPA currently has over 100 initiatives, activities, and services directed at small business needs. The Office of Small Business Programs (OSBP) serves as the Agency's gateway and advocates for small business in several capacities.

This newsletter focuses on the Asbestos & Small Business Ombudsman (ASBO) and its critical role within the Agency. I am pleased to highlight Joan Rogers, the current EPA Asbestos & Small Business Ombudsman. She brings extensive experience within the Agency with a substantial background in environmental policy, rule development, and outreach.

The ASBO acts as the focal point and provides multi-level support and coordination for an extensive national network of small business assistance programs and works with small businesses, service providers, and state and regional officials to address small business needs.

The ASBO serves multiple functions, including:

- EPA Asbestos Ombudsman;
- EPA Small Business Ombudsman (SBO);
- EPA Point of Contact under the Small Business Paperwork Relief Act of 2002; and
- Provide support for State Small Business Environmental Assistance Programs (SBEAPs).

As you can see, Ms. Rogers and the ASBO team are critical to the mission of the OSBP. This newsletter details the ASBO functions and responsibilities within the EPA.

Read and Reflect,
Jeanette L. Brown, Director
Office of Small Business Programs

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Asbestos and Small Business Ombudsman Program



The EPA Office of Small Business Programs (OSBP) is responsible for the implementation of procedures and oversight of small business programs mandated and described under several statutory authorities and Executive Orders. OSBP has four lines of business:

- Direct Procurement Program,
- Disadvantaged Business Enterprise (DBE) Program,
- Minority Academic Institutions (MAI) Program, and the
- Asbestos and Small Business Ombudsman (ASBO) Program.

Through OSBP, the Agency ensures and maintains its dedication to the success of small and disadvantaged businesses nationwide and supports small and socioeconomically disadvantaged concerns by facilitating partnerships, contracts, subagreements, and procurement opportunities funded by EPA grants for America's small businesses. Through its Asbestos and Small Business Ombudsman (ASBO), OSBP also advocates on behalf of **all** small businesses in the environmental regulatory and compliance arena.

About the EPA Asbestos and Small Business Ombudsman Team



What is an Ombudsman?

An Ombudsman is defined as an objective problem resolver, an independent and objective source of reliable information for the general public or a specific public group.

Who is EPA's Asbestos and Small Business Ombudsman?

The Environmental Protection Agency (EPA) Asbestos and Small Business Ombudsman (ASBO), Office of Small Business Programs (OSBP), under the Office of the Administrator, serves as a conduit for small businesses to access EPA and facilitates communications between the small business community and the Agency.

What is the mission of the ASBO?

To support the environmental and compliance performance of small businesses while reducing their regulatory burden, including the cost of compliance and the adverse impact on business operations through representation and collaboration.

What are the underlying authorities of the ASBO?

- 1990 Clean Air Act Amendments (CAAA), Section 507(d)
 - Charges the EPA Small Business Ombudsman with monitoring and reporting on the overall effectiveness of the Small Business Stationary Source Technical and Environmental Compliance Assistance Program (also known as “507 Program,” and more recently referred to as the Small Business Environmental Assistance Programs [SBEAPs]).
- Asbestos Hazard Emergency Response Act, commonly known as AHERA (Public Law 99-519AHERA)
 - ASBO takes the lead on behalf of the Administrator in responding to citizen’s complaints under AHERA.
- Small Business Paperwork Relief Act (SBPRA) of 2002
 - Addresses the needs and concerns of small businesses, and reduces the information collection burden for very small businesses with less than 25 employees.
 - ASBO serves as the Agency Point of Contact under SBPRA.

Does the ASBO ensure compliance with any other Statutes and/or Executive Orders?

Yes, the ASBO also helps ensure compliance with:

- The Regulatory Flexibility Act as amended by the Small Business Regulatory Flexibility Act (RFA/SBREFA)

- The RFA/SBREFA imposes both analytical and procedural requirements on EPA and other Federal agencies. Analytical requirements call for EPA to carefully consider the economic impacts our rules will have on small entities. Procedural requirements are intended to ensure that small entities have a voice when EPA makes policy determinations in developing its rules.
- In support of the RFA/SBREFA, the Asbestos and Small Business Ombudsman (ASBO) Team participates in the various stages of the Agency’s Action Development Process and Small Business Advocacy Review Panel process to ensure small businesses concerns are considered.
- **Executive Order 13272: Proper Consideration of Small Entities in Agency Rulemaking**
 - Requires each Agency to:
 - Establish procedures and policies to promote compliance with the RFA, as amended by SBREFA;
 - Notify Advocacy of any draft rules that may have a significant economic impact on a substantial number of small entities under the RFA; and,
 - Give every appropriate consideration to any comments provided by Advocacy regarding a draft rule.
 - In support of Executive Order 13272, the Asbestos and Small Business Ombudsman (ASBO) team will assist in reviewing Agency responses to comments.

What does EPA's Asbestos and Small Business Ombudsman do in particular?

The ASBO advocates for small business issues, partners with state Small Business Ombudsman (SBO); state Small Business Environmental Assistance Programs (SBEAPs); state Compliance Advisory Panels (CAPs); small business trade associations; EPA headquarters and regional offices; the Small Business Administration (SBA) and other Federal agencies to reach out to the small business community. These partnerships provide the information and perspective EPA needs to help small businesses achieve their environmental performance goals.

Small firms make up 99.7 percent of all U.S. firms and employ 50.2 percent of the private-sector workforce. Research shows that small businesses continue to bear a disproportionate burden in complying with Federal regulations, especially environmental regulations.

The ASBO supports a comprehensive program that provides networks, resources, tools, and forums for education and advocacy on behalf of small businesses across the country.

Specific Services

Liaison between EPA and the small business community

- Serves as liaison between small businesses and the EPA to facilitate dispute resolution;
- Hosts small business trade association meetings with the EPA Deputy Administrator and senior management;
- Is the Agency's Point of Contact for the Small Business Paperwork Relief Act (SBPRA) of 2002; and,
- Takes the lead on behalf of the Administrator in responding to citizen's complaints under the Asbestos Hazard Emergency Response Act.



Advocate for small business during the EPA rulemaking process

- Increases EPA personnel's understanding of small business concerns and impacts in the development and enforcement of environmental rules and regulations;
- Represents small business views during EPA regulatory activities;
- Tracks the development and implementation of regulations affecting small business in support of the Regulatory Flexibility Act (RFA) as amended by the Small Business Regulatory Enforcement Fairness Act (SBREFA); and,
- Alerts appropriate trade associations and proprietary business organizations of EPA published proposed rulemakings and urges them to respond on the record.

Provide technical assistance to small businesses

- Answers technical and regulatory questions on a toll free hotline;
- Maintains and distributes EPA publications;
- Develops compliance assistance tools; and,
- Gives direct access to technical assistance through the Small Business Environmental Home Page.

Support national network of Small Business Environmental Assistance Programs

- Acts as the focal point and provides multi-level support and coordination for an extensive national network of SBEAPs;
- Supports annual national conference; and,
- Provides support for network through the Small Business Environmental Home Page and associated activities.

What is the 507 Program?

Section 507 of the 1990 Clean Air Act Amendments (CAAA) requires each state to establish a Small Business Stationary Source Technical and Environmental Compliance Assistance Program (also known as “507 Program, and more recently the SBEAP”). 507(d) charges the EPA Small Business Ombudsman with monitoring and reporting on the overall effectiveness of the Program.

The Program consists of three components:

- ***Small Business Environmental Assistance Program (SBEAP):*** Providers of detailed technical assistance, publications, and tools to help small businesses come into or remain in compliance with environmental regulations.

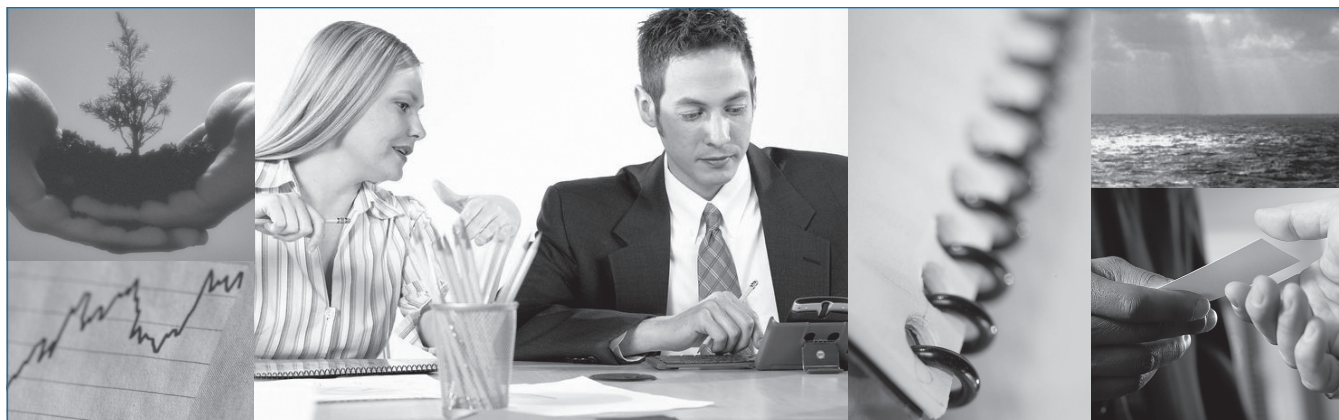
- ***Small Business Ombudsman (SBO):*** State advocate acting on behalf of small businesses relating to environmental issues.
- ***Compliance Advisory Panel (CAP):*** Small business owners and representatives who consult and advise on SBEAP content.

To learn more about these components, go to <http://www.smallbiz-enviroweb.org/default.aspx>.

SBO/SBEAP National Steering Committee (NSC)

The SBO/SBEAP National Steering Committee (NSC) was created in 1995 to represent the interests of the Section 507 Programs and to provide a networking and communications tool between the programs and EPA’s ASBO and Office of Air Quality Planning and Standards (OAQPS). The NSC identifies and resolves problems faced by the SBO/SBEAP service providers and, through partnership with the ASBO and OAQPS, works toward mutually effective solutions. The NSC representative participates in monthly conference calls, serves as a conduit to other assistance providers in the region for information, and disseminates information to and from the SBO/SBEAP service providers. One state representative from each EPA region serves on the NSC, along with an alternate from that region.

For more information about the NSC and its six subcommittees, go to <http://www.smallbiz-enviroweb.org/NSC/Default.aspx>.



The National Compliance Advisory Panel (NCAP)

The National Compliance Advisory Panel (NCAP) was created in 2001 to foster small business success through improved environmental performance by:

- Assisting in the development, implementation, and continued improvement of the state CAPs pursuant to Section 507 of the Clean Air Act as amended in 1990;
- Facilitating communication among businesses, state programs, Small Business Ombudsman (SBO)/Small Business Environmental Assistance Program (SBEAP) Steering Committee, and the US Environmental Protection Agency; and,
- Promoting and marketing existing state program components: SBOs, SBEAPs, and CAPs.

For more information about the NCAP, go <http://www.smallbiz-enviroweb.org/CAP/Default.aspx>.

What types of activities has EPA's ASBO implemented?

The **EPA ASBO Team** continues to work in a variety of ways to outreach to the small business community, such as:

- **EPA Deputy Administrator's Small Business Trade Association Meetings**—The ASBO hosts small business trade association meetings with the EPA Deputy Administrator and senior management. These meetings give the Agency the opportunity to discuss and understand the needs and concerns of small business, as well as their recommendations regarding these important issues. These meetings have been held for over fourteen years and reflect the Agency's efforts of working cooperatively with stakeholders. The last

meeting was held October 29, 2008. For meeting summaries or for more information, contact the ASBO.

- **Annual State Small Business Ombudsman (SBO)/Small Business Environmental Assistance Program (SBEAP) National Conference**—The 2009 SBO/SBEAP National Conference was held June 1–5, 2009, in Louisville, Kentucky, at the Brown Hotel. The annual conference is designed specifically for state SBOs/SBEAPs, other small business environmental assistance providers, US EPA, and small businesses. This annual conference is a great opportunity for programs to network and share compliance assistance tools and share information to help small businesses with their environmental compliance, energy, and pollution prevention issues. For more information on this conference, visit: <http://www.sbeapconference.com>
- **Annual Small Business Recognition Awards**—awards are given in conjunction with the annual SBO/SBEAP National Conference each year. The awards are to recognize small businesses, trade associations, and state programs for their outstanding environmental leadership and stewardship.
- **National Environmental Partnership Summit**—The ASBO conducted a workshop on “*Doing Business with EPA: How to Win Contracts and How Greening will Help Your Success.*” The workshop was held in San Francisco, CA, May 4–7, 2009, and featured training and outreach to the local small business community of the San Francisco Bay Area. The first half of the session looked at how small and minority owned businesses can best locate and receive federal contracts and/or environmental assistance through the EPA. The second half of the session focused on tools and methods to green a small business, with both an evaluation of EPA voluntary



environmental assistance programs, as well as thoughts and discussion from small local business members that are on the forefront of greening their own business. For more information, visit <http://www.environmentalsummit.org>.

- **ASBO Hotline**—The ASBO operates a toll-free hotline for the convenience of small businesses, trade associations, and the general public seeking free, confidential help as it relates to asbestos and a variety of environmental regulatory topics. A member of the ASBO Team will answer calls between 8:30 a.m. and 4:30 p.m. EST. The toll-free hotline number is: (800) 368-5888 or (202) 566-1970 in the Washington, DC area.
- **Small Business Environmental Home Page (Home Page)**—The ASBO funds the Home Page (<http://www.smallbiz-enviroweb.org>) to provide environmental compliance and sustainable business information focused on small business and serve as a central point for state programs to connect and share information. Some of the resources found on the Home Page include:

◦ Compliance and Regulatory Information

- Extensive resources/website on new rules, regulatory updates, compliance deadlines, compliance publications and tools, environmental best management practices, and ISO 14000 and pollution prevention resources,
- Industry sector resources, including information on compliance assistance centers, best management practices, industry web sites and resources, key contacts, and trade association listings
- Publications, videos, events, and newsletters
- Information on grants and funding assistance

◦ 507 Program Information

- State Small Business Ombudsman (SBO)/Small Business Environmental Assistance Program (SBEAP) contacts
- SBO/SBEAP National Steering Committee and subcommittee contacts and background information
- National SBO/SBEAP Conference information
- National and State Compliance Advisory Panel (CAP) information and member lists
- Multimedia Peer Center (online resource center to help programs provide comprehensive environmental compliance assistance)
- Promotional success stories and performance measurement tools
- ASBO Summary Reports that present the status of accomplishments and activities of the 507 Programs.

◦ **The Home Page Hosts:**

- National SBO/SBEAP conference web site (<http://www.sbeapconference.com>);
 - SBO/SBEAP Listserve to share information and ideas among SBEAPs, SBOs, CAPs, and others interested in environmental compliance and pollution prevention issues affecting the small business community (www.smallbiz-enviroweb.org/SharingInformation/ListServe.aspx); and
 - Small Business Environmental Home Page Message Board to increase sharing of information between state SBOs, SBEAP, and U.S. EPA staff and to raise awareness of National Steering Committee activities (http://www.smallbiz-enviroweb.org/message_board).
- **The “SmallBiz@EPA” Bulletin**—provides an opportunity to highlight information on Agency activities, initiatives, and rulemakings and to share information about ongoing initiatives from the state Small Business Environmental Assistance Programs (SBEAPs). The ASBO will distribute the bulletin quarterly and post current and previous editions on the ASBO website. This new electronic bulletin is replacing the hard-copy biannual ASBO “Update” that was distributed in the past.

For questions or to include information in an upcoming edition, please contact Paula Zampieri (zampieri.paula@epa.gov) or Deanna Moultrie-Jackson (moultrie-jackson.deanna@epa.gov).

Publications—The ASBO has compiled an extensive collection of informational and technical literature developed by the various EPA program offices. The ASBO maintains and distributes “Publications for Small Business” to help small

businesses and other interested parties understand environmental trends, requirements, and regulations.

- Making personal appearances as a speaker or panelist at small business-related meetings, workshops, and conferences.
- Providing guidance on the development of national policies and regulations that impact small businesses.
- Interfacing on an on-going basis with over 45 key national trade associations representing several million small businesses and with state and regional ombudsmen who serve businesses on the local level. Also in contact with over 400 additional national organizations that represent millions of small businesses.
- Seeking feedback on its responsiveness to small business’ inquiries and ever evolving needs, primarily in the areas of technical assistance and advocacy. The ASBO can organize and package relevant information for effective and efficient delivery through training seminars, fact sheets, or position papers to a targeted audience.



An Interview with Joan B. Rogers, EPA Asbestos & Small Business Ombudsman



I am pleased to have this opportunity to share my background and goals for the ASBO team.

I joined the Environmental Protection Agency (EPA) in 1991. I have served as Special Assistant to the Associate Administrator for the EPA's Office of Policy, Economics and Innovation (OPEI), providing substantive advice and guidance on policy and rule development and program activity. I have also served the Agency as a program analyst, conducting analysis of Agency regulations and policies and providing technical knowledge of environmental statutes and policy during the review of regulatory policies, programs, goals and objectives.

Before joining the Office of Small Business Programs as the Asbestos and Small Business Ombudsman (ASBO) in October 2008, I was the Agency team lead for the Regulatory Flexibility Act as amended by the Small Business Regulatory Enforcement Fairness Act (RFA/SBREFA), providing guidance to senior policy managers at EPA, the Office of Management and Budget (OMB), the Small Business Administration (SBA) and the General Accounting Office

(GAO) regarding EPA's implementation procedures and compliance responsibilities under the RFA/SBREFA.

Before joining the OSBP, being the RFA/SBREFA team lead was my most rewarding position because on a daily basis, there was nothing more gratifying to me than knowing that I assisted an EPA rule writer or an EPA senior manager with understanding the importance of considering and minimizing small business impacts and exploring alternative approaches when developing regulations. Equally rewarding were instances where I was able to brief a small business on the regulatory development process at EPA. I found it fulfilling to tell a small business how they could be involved in the process of developing alternative regulatory options to an EPA action. When I realized that I could continue to promote the principles of the RFA/SBREFA, and have the added benefit of working more directly with small businesses and advocating for them, I did not hesitate in accepting the opportunity to become EPA's ASBO.

In my role as the ASBO, I will continue to work with small businesses, small business trade associations, SBA, OMB and EPA program offices to ensure that small business impacts and concerns are considered in the development of Agency rulemakings.

I encourage internal and external stakeholders to contact me and my team and take advantage of our many services. We serve as the gateway for small businesses to access EPA and facilitate communications. Working together, we can bridge understanding.

What message would you like conveyed in this newsletter?

I would like to convey that the ASBO team is available to provide meaningful assistance and services to internal and external partners and stakeholders and that it is vital that we collaborate to support the environmental and compliance performance of small businesses while achieving our environmental goals and reducing their regulatory burden, to the extent possible.

What have been some challenges you have experienced as the ASBO/EPA, and what new challenges do you foresee?

Small businesses are often challenged by:

- **EPA's rulemaking process and how and when they can get involved.** To assist with this effort, the general process by which EPA creates new regulations, including commencement, options selection, and receiving public comments is outlined in an on-line brochure (<http://www.epa.gov/lawsregs/brochure/developing.html>). When speaking with small businesses, I offer to explain the process to them and offer to facilitate communication with the office responsible for overseeing the Agency's Action Development Process, the Office of Policy, Economics and Innovation.
- **The Regulatory Flexibility Act as amended by the Small Business Regulatory Enforcement Fairness Act (RFA/SBREFA).** SBREFA, passed in March 1996, amended the RFA to further the Agency's partnerships with small entities in our rulemakings. One of the important goals of RFA/SBREFA, is to provide small entities with an expanded opportunity to participate in the development of certain regulations.
- Under the RFA/SBREFA, EPA must prepare a formal analysis of the potential negative impacts on small entities, convene a Small Business Advocacy Review (SBAR) Panel (proposed rule stage), and prepare a Small Entity Compliance Guide (final rule stage), unless the Agency certifies that a rule will not have a significant economic impact on a substantial number of small entities. I inform small businesses that the agency's RFA/SBREFA Guidance "Final Guidance for EPA Rulewriters: Regulatory Flexibility Act as amended by the Small Business Regulatory Enforcement

Fairness Act" is posted at <http://www.epa.gov/sbrefa/documents/rfafinalguidance06.pdf> and that the RFA/SBREFA website (<http://www.epa.gov/sbrefa>) includes a wealth of information including the contact names and numbers for the RFA Team.

- Where to find information on upcoming rules that may impact them. I inform small businesses that the RFA requires that agencies publish regulatory agendas identifying those rules that may have a significant economic impact on a substantial number of small entities and that EPA meets that requirement by including the information in their submissions for the Unified Agenda. Twice a year, EPA publishes the *Semiannual Regulatory Agenda* to update the public about:
 - Regulations and major policies currently under development
 - Reviews of existing regulations and major policies and
 - Regulations and major policies completed or canceled since the previous Agenda

EPA's *Semiannual Regulatory Agenda* and *Annual Regulatory Plan* may be accessed through <http://www.epa.gov/lawsregs/search/regagenda.html#download>.

Also, each month, EPA posts summaries, proposed publication dates, contacts, and other information about recently initiated rules, giving the public early notice of upcoming regulatory actions. These Action Initiation Lists augment EPA's Semiannual Regulatory Agendas, which provide the public with updates every six months. To view a list of actions initiated by month, go to <http://www.epa.gov/sbo/regulatory.htm#action>.

The biggest administrative challenge I foresee is funding. No one is exempt from the squeeze associated with these difficult economic times. Certainly, it is being felt in the purse strings of our small businesses and it is being felt within the Government, even in the very programs that are trying to assist small businesses. This further emphasizes the importance of partnership as a tool to weather this economic storm. The health of our small businesses helps measure the health of our Nation. We are all responsible for protecting human health and the environment and together we can all ensure that small businesses are not over burdened in meeting that goal!

What are your goals for the program in 2009–2010?

My goal for the ASBO program for 2009–2010 is to focus on pooling resources both internally and externally. Both State and Federal government face many challenges as we work to address pressing environmental issues while balancing our limited resources. Given the nation's economic state and state program's limited budgets, it is important that we pool our

resources to minimize these burdens. To meet the challenges of balancing limited resources and achieving environmental compliance, it is critical that state programs network and share information, resources, and tools, which is why the ASBO supports the annual SBO/SBEAP National Conference. The Conference is essential in providing state programs the opportunity to collaborate and pool the resources necessary to address the growing demands and needs of the small business community.

Likewise, it is essential for EPA to pool its resources as well. To accomplish this goal, the ASBO hopes to partner with EPA's Regulatory Steering Committee to educate EPA staff and managers regarding small business concerns and the various ASBO services available to them. The ASBO is in the process of partnering with the Office of Policy, Economics and Innovation (OPEI) to educate the small business community on EPA's Action Development Process (ADP) and how and when the small business community can be involved in the ADP. ASBO is also partnering with OPEI to educate EPA staff and the small business community on the purpose and requirements under the RFA/SBREFA. The ASBO also is in the process of collaborating with the Office of Enforcement and Compliance Assurance for providing compliance/environmental assistance to U.S. small businesses.

How can small business learn more about your program?

Anyone can learn more about the program through contacting me directly or any member of my Team. Our contact information is on our website, <http://www.epa.gov/sbo>.



EPA/OSBP Mission

The mission of the U.S. Environmental Protection Agency's Office of Small Business Programs is to support the protection of the environment and human health by fostering opportunities for partnerships, contracts, subagreements, and grants for small and socioeconomically disadvantaged concerns.

Program Activities

Direct Procurement

Description

The Office of Small Business Programs (OSBP) develops, in collaboration with the Director of the Office of Acquisition Management Division (OAM), the Office of Administration and Resources Management (OARM), and EPA senior-level officials, programs to stimulate and improve the involvement of small business, minority business, labor surplus areas and women-owned business enterprises in the overall EPA procurement process. OSBP monitors and evaluates Agency performance in achieving EPA goals and objectives in the above areas, and recommends the assignment of EPA Small Business Representatives of the Small Business Administration to carry out their duties pursuant to applicable socioeconomic laws and mandates.

Activities

- Develops policy and procedures impacting socioeconomic businesses
- Establish and monitor direct procurement and subcontracting goals for:
 - Small Business
 - Small Disadvantaged Business 8(a)
 - Minority 8(a) Business
 - Women-Owned Businesses
 - Service Disabled Veteran-Owned Small Business
 - Veteran-Owned Small Business
 - Hubzone Business
- Compile, collect and assemble statistical data on socioeconomic programs
- Mentor-Protégé Program
- Subcontracting Reviews and Approvals
- Outreach Efforts (Economic Development Programs for Selected Urban Centers)
- Educational Training Programs-Cosponsorship of Workshops, Seminars and Trade Fairs
- Provide technical and management assistance to small, disadvantaged business enterprises and women-owned entities, and HBCUs, TCUs and HSIs
- Liaison with Trade Associations, and Federal Agencies, including: Small Business
- Administration, Minority Business Development Agency of Department of Commerce, Office of Federal Procurement Policy, OMB, Congress, General Services Administration, on Socioeconomic matters

Agency Goals

Fiscal Year 2008 and 2009 Agency Goals

The U.S. Environmental Protection Agency (EPA) goals for Fiscal Years (FY) 2008/2009 are based on a estimated contract obligations of **\$1.2 billion** for direct and **\$200 million** for subcontracts.

EPA FY 2008/2009 AGENCY GOALS

<i>Estimated Obligations</i>	<i>Negotiated</i>	
<i>Direct</i>	<i>Dollar Value</i>	<i>Goal</i>
Small Businesses	\$477.6M	39.8%
8(a) Businesses*	\$90M	*7.5%
Non 8(a) Small Disadvantaged Businesses	\$36M	*3.0%
Women-Owned Businesses	\$60M	5.0%
HUBZone Businesses	\$36M	3.0%
Service Disabled Veteran Owned Small Businesses	\$36M	3.0%
<i>Subcontract</i>	<i>Dollar Value</i>	<i>Goal</i>
Small Businesses	\$100M	50.0%
Small Disadvantaged Businesses	\$40M	20.0%
Women-Owned Businesses	\$15M	7.5%
HUBZone Businesses	\$60M	3.0%
Service Disabled Veteran Owned Small Businesses	\$60M	3.0%

NOTE: Subcontracting goals are subject to increase in individual solicitations in an effort to meet overall Agency goals. Since 8(a)s are SDBs, EPA in essence has an SDB goal of 10.5%.

The Federal Government purchases billions of dollars in goods and services each year that range from paper clips to complex space vehicles. It is the policy of the United States, as stated in the Small Business Act, that all businesses have the maximum practicable opportunity to participate in providing goods and services to the government. To ensure that small businesses get their fair share, the SBA negotiates annual procurement preference goals with each Federal agency and reviews the results.

EPA Office of Small Business Programs (OSBP) Disadvantaged Business Enterprise (DBE) Program

Increasing Opportunities for Disadvantaged Businesses under EPA Financial Assistance Agreements

What is The Disadvantaged Business Enterprise Program?

- It is EPA's policy that recipients of EPA financial assistance agreements award a "fair share" of its procurements funded by EPA financial assistance to minority and women-owned businesses. The objective is to assure that these entities are given the opportunity to participate in procurements funded by EPA financial assistance agreements. The DBE Program is an outreach, education, and goaling program designed to increase the participation of DBEs in procurements funded by EPA assistance agreements.

How Do We Achieve the Purpose of the Program?

Recipients of EPA financial assistance agreements are required to seek, and encouraged to utilize small, minority, and women-owned businesses for their procurement needs funded by their EPA financial assistance agreement. The key functional components of the DBE Program are as follows:

- **Fair Share Objectives**
- **Six Good Faith Efforts and Contract Administration Requirements**
- **MBE/WBE Reporting**
- **MBE/WBE Certification**

How Does the Program Work for Business Owners?

If an EPA grant recipient spends its EPA grant funds on equipment, construction, services, or supplies, the requirements of the DBE program are activated. This means that when a recipient procures in any of those four categories, they required to seek and encouraged to utilize DBEs for their procurement needs. As a business owner, your job is to:

- "follow the money," making sure you are aware of what entities are awarded EPA grant dollars; and
- contact those grant recipients to find out their anticipated procurements under those grants.

A database of EPA grant recipients can be found at <http://www.epa.gov/ogd>. Just click on the link "Grant Awards Database".

Is certification required, and who will certify?

In order for a firm to be counted towards a recipient's Minority Business Enterprise and Women Business Enterprise utilization, a firm must be certified. Non-certified MBEs and WBEs may be used by recipients for their procurement needs. However, those firms cannot be counted toward their MBE/WBE accomplishments. EPA will certify firms according the standards stated below...but there are other options!

Does EPA accept other certifications?

Yes. Under the new DBE Program entities can no longer self-certify. EPA will accept certifications from:

- The Small Business Administration(SBA) (both SBA 8(a) program certifications and SBA Small Disadvantaged Business (SDB) Program self-certifications);
- The Department of Transportation's state implemented DBE Certification Program (with U.S. citizenship);
- Tribal, State and local governments, as long as their standards for certification meet or exceed our own; and
- Independent private organization certifications as long as their standards for certification meet or exceed our own.

If an entity holds one of these certifications, it is considered acceptable for establishing MBE or WBE status under EPA's DBE Program, and application for EPA certification is not needed.

What are the EPA MBE/WBE certification requirements?

- In order to be certified by EPA, an entity must first attempt to be certified by SBA or DOT, or a Tribal, State, or local government, or by an independent private organization, and be unsuccessful in that attempt.
- To qualify as a MBE or WBE under EPA's programs an entity must establish that it is at least 51% owned and/or controlled by socially and economically disadvantaged individuals who are of good character and are citizens of the United States.
- An individual claiming economic disadvantaged status must have an initial and continued personal net worth of less than \$750,000.

How can I get more information?

Please Visit OSBP's website at <http://www.epa.gov/osbp>. Once there, you can also find the contact information for your regional Small Business Coordinator.

Office Of Small Business Programs Minority And Academic Institutions Program

Increasing Opportunities for Minority Academic Institutions through Mission Implementation, Outreach, Research/Review, and Exchange

What is The Disadvantaged Business Enterprise Program?

OSBP increases opportunities for universities and colleges to participate in EPA programs activities through the Minority Academic Institutions (MAI) Program. The MAI Program is an outreach, education, and coordination program.

- Historically Black Colleges and Universities (HBCUs)
- Hispanic Servicing Institutions (HSIs), and
- Tribal Colleges and Universities

MAI Goals and Objectives

To assure that all Institutions of Higher Education (IHE) are given the opportunity to participate in all facets of the agency.

- Enhance the infrastructure, academic programs, faculty development, and institutional capacity of MAI's,
- Strengthen the capacity of MAI's to provide high quality education,
- Promote opportunities for MAI's to participate in federal programs, and
- Advance the development of the nations' full human potential through procurements, financial assistance agreements, research opportunities, and student internships.

MAI Strategy "Doing M.O.R.E"

- **Mission Implementation**—Partner to accomplish EPA's mission
- **Outreach**—Increase EPA's presence Recruiting, Student Mentorship, "Marketing"
- **Research/Review**—Peer Review, Federal Advisory Committees, etc.
- **Exchange**—Agency staff speaking/teaching at MAIs, and faculty presenting/researching at EPA

MAI Activities

- **Data Measurement**—Collecting data and preparing annual reports, analyzing data sources for trends affecting MAI's, and reviewing data sources for accuracy
- **Strategic Planning and Policy Review**—Reviewing Agency policies for impact upon MAI's, recommending funding options, and generating uniform practices for implementation of Memorandums of Understanding (MOU)
- **Implementation**—Tracking and supporting progress under existing MOU, identifying potential partnerships, disseminating information to MAI's about EPA programs and disseminating information to EPA about MAI programs

Office Of Small Business Programs Minority Academic Institutions Program
1200 Pennsylvania Avenue (1230T), NW, Washington, DC 20460
202/566-2075 • Toll-Free Number: 866/618-7870 • Fax: 202/566-0266

Julie Taitt, Team Lead • Minority Academic Institutions Program
<http://www.epa.gov/osbp>

Small Business Vendor Profile System (SBVPS)

The OSBP Small Business Vendor Profile System contains information of number of small and disadvantaged companies that have registered with this office. The information is provided by the individual companies. The intended purpose of this database is to aid large prime contractors to find small and disadvantaged companies to team with the conduction of their business endeavors. The SBVPS is located below and can also be found on the U.S. EPA web site at <http://cfpub.epa.gov/sbvps/>.

Date: _____

Company Name*: _____

Contact* _____ Title: _____

Address*: _____

City*: _____ State*: _____ Zip Code*: _____

Phone #: _____ Fax #: _____

E-mail Address* _____ Internet Address: _____

NAICS Code(s)*: _____

Capabilities: _____

Have you done business with the EPA before* ☐ NO ☐ Yes, as a Prime ☐ Yes, as a Subcontractor

Classification

☐ Large

☐ Mid-Size

☐ Small

Tribal

☐ Federally Recognized

☐ State Recognized

☐ SDB

☐ Small WOB

☐ 8(a) Certified

☐ Service Disabled Veteran

☐ HUBZone

☐ HBCU

☐ HSI

☐ Tribal College/
University

☐ Other Minority

Ethnicity

☐ African American

☐ Asian-Indian

☐ Asian-Pacific

☐ Caucasian American
Female

☐ Hispanic

☐ Native American

☐ Other Minority

☐ None

The fields marked by * are required and must be filled in.

Request For Publications

U.S. Environmental Protection Agency
Office of Small Business Programs
1200 Pennsylvania Ave., NW (1230T)
Washington, DC 20460
(202) 566-2075 • (202) 566-0266 (Fax)

Name: _____

Firm: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____

Fax #: _____

Please Check Publications Requested

- ☐ Mentor-Protege Program
- ☐ Forecast of Contract Opportunities
- ☐ Contract Opportunities Under Superfund (five basic categories)
- ☐ The 8(a) Program
- ☐ HUBZone Fact Sheet

OSBP Employee Contact List

Jeanette L. Brown , <i>Director</i>	(202) 566-2075	brown.jeanettel@epa.gov
Kimberly Patrick , <i>Deputy Director</i>	(202) 566-2605	patrick.kimberly@epa.gov
Joan B. Rogers , <i>EPA Asbestos and Small Business Ombudsman</i>	(202) 564-6568	rogers.joanb@epa.gov
Lester Facey , <i>Program Analyst</i>	(202) 566-1321	facey.lester@epa.gov
Teree Henderson , <i>Program Analyst</i>	(202) 566-2222	henderson.teree@epa.gov
Deanna Moultrie-Jackson , <i>Program Analyst</i>	(202) 564-0168	moultrie-jackson.deanna@epa.gov
Michael Neives , <i>Program Analyst</i>	(202) 566-1478	neives.michael@epa.gov
Lamont Norwood , <i>Program Analyst</i>	(202) 566-2933	norwood.lamont@epa.gov
Angela Suber , <i>Program Analyst</i>	(202) 566-2827	suber.angela@epa.gov
Paula Zampieri , <i>Program Analyst</i>	(202) 566-2496	zampieri.paula@epa.gov
Julie Taitt , <i>Management Analyst</i>	(202) 564-3697	taitt.julie@epa.gov
Tammy Thomas , <i>Management Analyst</i>	(202) 566-1209	thomas.tammy@epa.gov
Denean Jones , <i>Information Specialist</i>	(202) 566-1578	jones.denean@epa.gov
Bridgette Dent , <i>Program Assistant</i>	(202) 566-2819	dent.bridgette@epa.gov
Elnora Thompson , <i>Office Automation Assistant</i>	(202) 566-2709	thompson.elnora@epa.gov

SEE Enrollees

Treva Alston , <i>Advisor</i>	(202) 566-1594	alston.treva@epa.gov
Thelma Harvey , <i>Secretary</i>	(202) 566-0334	harvey.thelma@epa.gov
Barbara Overton , <i>Secretary</i>	(202) 566-1509	overton.barbara@epa.gov
Esther McCrary , <i>Secretary</i>	(202) 566-2824	mccrary.esther@epa.gov
Tom Nakley , <i>Civil Engineer</i>	(202) 566-2826	nakley.thomas@epa.gov
Lillian Harris , <i>Biologist</i>	(202) 566-1979	harris.lillian@epa.gov

OSBP Main Number	(202) 566-2075	OSBP@epa.gov
OSBP Toll Free Number	(866) 618-7870	
Ombudsman Hotline Number	(800) 368-5888	

Regional DBE Coordinators

REGION I

(CT, ME, RI, MA, NH, VT)
Valerie Bataille (617) 918-1674
U. S. Environmental Protection Agency
New England Region
One Congress Street (MGM), Suite 1100
Boston, MA 02114-2023

REGION II

(NJ, NY, PR, VI)
Michele Junker (212) 637-3418
U. S. Environmental Protection Agency
290 Broadway- 27th Floor
New York, NY 10007-1866

REGION III

(DE, VA, MD, PA, DC, WV)
Romona McQueen (215) 814-5155
U. S. Environmental Protection Agency
1650 Arch Street
Philadelphia, PA 19103

REGION IV

(AL, FL, GA, KY, MS, NC, SC, TN)
Charles Hayes (404) 562-8377
U. S. Environmental Protection Agency
61 Forsyth Street, S.W.
Atlanta, GA 30303-8960

REGION V

(IL, IN, MI, MN, OH, WI)
Adrienne Callahan (312) 353-5556
U. S. Environmental Protection Agency
77 West Jackson Boulevard (MC-10J)
Chicago, IL 60604-3507

REGION VI

(AR, LA, NM, OK, TX)
Debora N. Bradford (214) 665-7406
U. S. Environmental Protection Agency
First Interstate Bank Tower at Fountain Place
1445 Ross Avenue, 12th Floor, Suite 1200
Dallas, TX 75202-2733

REGION VII

(MO, NE, IA, KS)
Chester Stovall (913) 551-7549
U. S. Environmental Protection Agency
901 North 5th Street
Kansas City, KS 66101

REGION VIII

(CO, MT, WY, SD, ND, UT)
Marshall Pullman (303) 312-6499
U. S. Environmental Protection Agency
999 18th Street, Suite 500
Denver, CO 80202-2405

REGION IX

(AZ, HI, CA, NV)
Joe Ochab (415) 972-3761
U. S. Environmental Protection Agency
75 Hawthorne Street (PMD-1)
San Francisco, CA 94105

REGION X

(AK, ID, OR, WA)
Greg Luchey (206) 553-2967
U. S. Environmental Protection Agency
1200 Sixth Avenue (OMP-145)
Seattle, WA 98101

CINCINNATI

Juan Common (513) 487-2024
U. S. Environmental Protection Agency
Contracts Management Division
26 West Martin Luther King Drive
Cincinnati, OH 45268

NORTH CAROLINA

Jerry Dodson (919) 541-2249
U. S. Environmental Protection Agency
Contracts Management Division
Research Triangle Park, NC 27711

HEADQUARTERS

Veronica Squirrell (202) 564-5347
U. S. Environmental Protection Agency
Grants Administration Division
1300 Pennsylvania Avenue (3903R)
Washington, DC 20460



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